

# \*\*\* CAREER OPPORTUNITY \*\*\*



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

**Position Title:** Jury Clerk Workleader #16-05  
**Location:** Dallas, Texas  
**Closing Date:** Open Until Filled  
**Salary/Range:** CL-26 (\$45,076 - \$73,241)\*

\*Depending upon qualifications and experience

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**POSITION OVERVIEW:** The United States District Court for the Northern District of Texas is recruiting for a Jury Clerk Workleader. The Jury Clerk Workleader is responsible for ensuring efficient and fair selection, qualification, summoning, orientation, management, and payment of jurors for petit and grand juries in the Dallas division. This position also has responsibility for naturalization functions for the Dallas division. The Jury Clerk Workleader reports to the Dallas Division Manager.

### REPRESENTATIVE DUTIES:

- Process, review and evaluate completed juror questionnaires for qualification eligibility.
- Maintain and update demographic and other information on jurors and juror candidates.
- Monitor court calendars and coordinate with courtroom deputies or others to determine the number of jurors that must be summoned to meet the requirements of the presiding judge.
- Prepare an "Order to Draw a Jury" for approval by the duty judge when required.
- Prepare and mail summons notices and forms using the automated jury management system (JMS).
- Provide training, guidance, and coordination of the work of one jury/naturalization clerk.
- Respond to juror inquiries and requests (in person, or by phone, mail, email, or through the online juror information system). Resolve juror candidate requests for deferrals or waivers. Ensure that special needs of jurors (such as accommodations for a physical condition) are met.
- Maintain and update the inbound and outbound interactive telephone voice response system for summoned jurors and the online juror information system.
- Check in jurors and conduct juror orientation. Provide information to juror candidates and selected jurors. Attend courtroom proceedings and answer questions related to juror candidates.
- Maintain juror attendance and expense documentation required to reimburse jurors for parking, mileage, and other approved travel expenses; enter attendance and expense reimbursement information into JMS; assist in the juror voucher payment process. Prepare and distribute certificates of attendance to jurors.
- Work with chambers staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, and others to ensure the smooth operation of high-profile or protracted jury trials.

- Perform duties associated with naturalization ceremonies, such as: coordinating the program with the Department of Homeland Security, Citizenship and Immigration Services, scheduling judges to preside, scheduling speakers and singers, preparing and distributing programs, and processing required paperwork for name changes.

### **QUALIFICATIONS:**

To qualify for the position of Jury Clerk Workleader, the incumbent must have a minimum of three years of clerical or administrative experience. The incumbent must have knowledge of the terms and processes used for court calendars and dockets. The ability to interpret and apply requirements of the Jury Plan of the U.S. District Court for the Northern District of Texas, and relevant law is required. The candidate should possess strong organizational, analytical, verbal, and written communication skills. Solid computer skills are required, including proficiency in Adobe Acrobat and Microsoft Office. A high school diploma or equivalent is required, and a Bachelor's degree is preferred.

### **BENEFITS:**

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

### **OTHER:**

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations.

Due to the high volume of anticipated applicants, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting and credit check. Employment will be contingent upon a favorable response from this investigation.

Qualified applicants may submit a **detailed resume** and **salary history** to:

**Human Resources - #16-05**  
United States District Clerk's Office  
1100 Commerce Street, # 1452  
Dallas, TX 75242  
Fax: (214) 753-2247  
Email: [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov)

**\*\*\*\* The Court is an Equal Opportunity Employer \*\*\*\***

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision on granting reasonable accommodations will be made on a case by case basis.